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6 November 1952

REPORT FOR THE WEEK OF 3 - 7 NOVEMBER

To: The Deputy Director of Training (G)

From: Management Training Division

I. Accomplishments

A progress report on the Personnel Evaluation Report training project<sup>25X1</sup> conducted by [ ] during September and October was submitted on 3 November to OTR(G).

A four-page outline of POINTS TO INCLUDE WHEN INSTRUCTING SUPERVISORS IN THE USE OF THE PERSONNEL EVALUATION REPORT was distributed to all Evaluations Officers contacted during September and October as a final follow-up gesture.

25X1

[ ] made a brief presentation on the Management Training Division and its potential functional relationship to the DDA offices at the DDA Staff Meeting on Monday.

[ ] made a presentation on the CIA Human Resources Program<sup>25X1</sup> at the OO top policy staff meeting on Wednesday.

25X1

[ ] of O&M, OGS, to work out a temporary filing course, pending the establishment of a basic Agency policy with reference to filing and the completion of a manual which would then become the guide for the filing course. In this initial crash job, the Office of Training and the Office of General Services would be working cooperatively to achieve the desired goal.

II. Developing Plans

Plans have now been crystallized to put on the CIA Human Resources Program for five groups of supervisors in OCD, beginning on 10 November.

A follow-up is being made regarding the inquiry from Procurement and Supply concerning training needs.

## III.

No

## IV.

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## V.

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Chief, Management Training Division

25 YEAR RE-REVIEW